

DESCRIPTION OF SERVICES

The Commissioner of the Revenue is responsible to the citizens of the County for the assessment of personal property, public utilities, and bank franchise taxes, as well as the processing of business licenses. The Commissioner also assists in the real estate assessments process by handling land transfers, updating records, taking applications from those who qualify for tax relief for the elderly and handicapped, preparing the Land Book, and meeting other State requirements. In addition, the Commissioner is responsible for assisting taxpayers in filing State Income Tax returns and in reviewing those returns for the State of Virginia.

BUDGET SUMMARY

	FY 02 Budget	FY 03 Adopted	FY 04 Adopted
Personnel	\$ 419,093	\$ 456,297	\$ 472,235
Operating	38,270	50,900	38,900
Capital	8,000		20,000
Total	\$ <u>465,363</u>	\$ <u>507,197</u>	\$ <u>531,135</u>

PERSONNEL

Full-time Personnel	11	11	11
Part-Time Personnel	0	0	0

WORKLOAD INDICATORS

	FY 02 Adopted	FY 03 Adopted	FY 04 Adopted
Income Tax Returns Processed	17,089	15,000	15,000
Business Licenses	3,941	4,200	4,400
Personal Property Assessments*		74,000	79,000

* New Indicator.

BUDGET COMMENTS

This budget includes costs associated with the State required certification of vehicles for the Personal Property Tax Relief Act. The State Compensation Board is budgeted to contribute \$134,757 towards the cost of this office. The County's net cost is therefore expected to be \$372,440 in FY 2003 and \$396,378 in FY 2004.

MEMONet County Funding:

	FY 02 Adopted	FY 03 Adopted	FY 04 Adopted
Total Budget	\$ 465,363	\$ 507,197	\$ 531,135
State/Other Revenue	(131,227)	(134,757)	(134,757)
Net County Funding	\$ <u>334,136</u>	\$ <u>372,440</u>	\$ <u>396,378</u>